Instructors:
Dr. Alan Martino
Email: alan.martino@ucalgary.ca

Office Hours/Policy on Answering Student Emails
Office Hours: Wednesdays 10:00-11:00 am (online via Zoom or in person)

Email Policy: Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via students’ @ucalgary emails during office hours.

Time and Location:
Tuesdays once per month (see dates below) – SA015 – 14:00-15:50
Sept 6
Oct 4
Nov 1
Nov 29

Prerequisite/Co-Requisite:
54 units and admission to BCR, Minor in Community Rehabilitation and Disability Studies, Minor in Adapted and Therapeutic Physical Activity or Concentration in Community Rehabilitation and Disability Studies for Health and Society Majors in the Bachelor of Health Sciences program.

Antirequisite(s):
Credit for Community Rehabilitation 594 and 589.01 will not be allowed.

Note: Course needs to be taken in combination with Community Rehabilitation 595 in the same academic year.

Course Description:
Senior level program and management skills in partner agencies, associations and systems. Specifics to be negotiated with the student. Content on professional ethics will also be covered.

Overarching Theme
This practicum course is the first half of two linked practicum courses: CORE 594 and CORE 595. Students will attend a 130-hour practicum and will complete a project of their choosing at this site. Students will be required to attend seminars once per month.

Global Objectives
Students will participate in a 130-hour linked practicum (combined with 130 hours in CORE 595 in the Winter term) focused on development of services and programs, consultation and leadership. Specific areas of focus will be developed in consultation with the organization, the student and the instructor. Internship sites are selected according to the following criteria: (a) interest in
innovation/change/improvement in delivery of services, (b) interest in an on-going relationship with Community Rehabilitation and Disability Studies and the University of Calgary, and (c) commitment to student learning needs.

**Course Learning Outcomes**

By the end of this course, students will be able to:

- Develop leadership skills in community practice
- Reflect on past and current service delivery and examine alternatives for future actions to enhance inclusion in community
- Recognize innovation and change to address limitations in human service outcomes
- Build a collaborative network for action
- Depending on the specific nature of the practicum, develop skills in some of the following areas:
  - Work towards facilitating a change process – individual, organization or social action
  - Develop skills in areas such as fund development and marketing, curriculum development, and strategic planning
  - Facilitate a program evaluation plan, survey or needs assessment
  - Research a specific topic/question: e.g., a current literature review of theory and/or practice, critical policy analyses, or develop an inquiry-based proposal to respond to problem/question posed
  - Board Development – e.g., examine best practices for effective recruitment, role clarity

**Transferable Skill Development:**

Many of the skills and abilities that you are developing in your coursework are transferable to the workforce, graduate and professional studies and other facets of life. Employers seek applicants with transferable skills because they can be an asset in the workplace, regardless of industry or sector. Transferable skills are core skills for your success in building your future career.

The work that you will do in CORE 594 will help you build the following transferable skills:

- **Collaboration**: Work respectfully with others from different backgrounds, cultures, and countries.
- **Verbal Communication**: Learn and share information by presenting, listening, and interacting with others.
- **Creativity and Innovation**: Find different and better ways to do things, being curious, thinking imaginatively.
- **Critical Thinking**: Actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information (data, facts, observable phenomena, and research findings) to make a reasoned judgement or draw a reasonable conclusion.
- **Digital Skills**: Use digital technologies like computers, social media, virtual meeting platforms, and the internet.
- **Information Literacy**: Find, understand, and use information presented through words, symbols, and images
- **Problem solving**: Identify an issue, find and implement a solution, and assess whether the situation has improved.
- **Project Management**: Conceptualize, initiate, plan and execute a plan to achieve a predetermined goal (project) by effectively prioritizing activities and meeting deadlines.
- **Written Communication**: Share ideas and information by using words, images, and symbols.
Learning Resources
No textbooks are required for this course

Recommended Textbooks/Readings
Readings and information relevant to each course seminar will be posted to D2L

A Note regarding readings
A list of required readings will be outlined on D2L and links and documents will be made available, where possible. Required readings have been chosen carefully to inform you and enhance the lecture material. Students are REQUIRED to complete assigned readings BEFORE each lecture. Instructors will proceed in class on the assumption that students have read completely the assigned readings. Students should be aware that many of the readings they will be assigned may be of an unfamiliar nature and style. Students should allot sufficient time to allow for several reads of the assigned material.

Learning Technology Requirements
Brightspace (by D2L) is located on the University of Calgary server and will be used extensively for communication with students. It is the student’s responsibility to ensure that they receive all posted communications and documents and that they receive emails sent by instructors or fellow students through D2L. Only your @ucalgary.ca email address may be linked to D2L. Please ensure that you are regularly checking your @ucalgary.ca account.

To successfully engage in learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:
- A computer with a supported operating system, as well as the latest security and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection

Most current laptops will have a built-in webcam, speaker and microphone.

A laptop, desktop, tablet or mobile device is required for D2L access. If you need help accessing or using D2L, please visit the Desire2Learn resource page for students: http://elearn.ucalgary.ca/d2l-student/.

Evaluation
Grading for this course is Pass/Fail, however a Passing grade requires no less than 75% (Grade B). The University policy on grading and related matters is described in section F of the 2022-2023 Calendar. In determining the overall grade in the course, the following weights will be used:

1. Practicum Proposal & Evaluation: Value 75%
   - Practicum Project Proposal (20%) – due Oct 4, 2022*
   - Midterm Evaluation (20%) site supervisor and student only – due Nov 1, 2022**
   - Final Evaluation (30%) site supervisor/student and course instructor – due Dec 7, 2022***
   - Practicum Site Visit (5%) – ongoing throughout the course*

*Students are required to confirm and book a date/time for an initial set up visit with you, the site supervisor and your course instructor BEFORE the Project proposal is due (Oct 4)
** Midterm evaluations will not be accepted from students who have not submitted their project proposal

*** Students are required to confirm and book a date/time for a final evaluation visit with you, your site supervisor and your course instructor BEFORE the completion of your required hours.

Please check instructions on D2L to set up the site visit.

Failure to submit any of the abovementioned elements by due date, unless otherwise discussed with the course instructor in a timely manner, will result in failure of that specific course element.

2. Student-led Seminars: Value 25%
   - In groups, students will engage in peer teaching, learning, and evaluation.
     i. Each group will create a group seminar contract, meeting schedule, and participation rubric that are all due September 9. Documents must be submitted to the group Dropbox on D2L. These documents must be submitted in order to receive a grade for the student-led seminars (i.e., if these documents are not submitted, then students will not receive a grade for their session facilitation or participation).
     ii. Each group member will be required to evaluate the rest of the group members (i.e., participants will evaluate the group facilitator(s) and the group facilitator(s) will grade the participants).

   - Session Facilitation (15%): Group facilitator(s) will choose the topic and facilitate the discussion. Group facilitator(s) will also write up an individual report (approximately 250 words) outlining the main points discussed and reflecting upon how the seminar went. Group facilitator(s) will also evaluate their group members on participation in the session.

   - Following each student-led seminar, the group facilitator(s) must submit:
     i. Individual facilitator reflection – approximately 250 words (APA format)
     ii. Session evaluation of participants
     iii. Zoom recording of the seminar session (submit a link)

DEADLINES for submitting the documents:
   - Session 1: Oct 7, 2022
   - Session 2: Nov 4, 2022
   - Session 3: Dec 2, 2022

   - Seminar Participation (10%): It is expected that students will attend all the seminars and will actively participate during the sessions. In addition, students will evaluate the participation of their group members.
     i. Following each student-led seminar, participants must submit an evaluation of the group facilitator(s) (PLEASE NOTE: participants must submit their evaluations of the facilitator(s) by the same deadlines outlined above. See the schedule on page 11 for further clarification.)

There will be no final exam in this course.

A student’s final grade for the course is the sum of the separate assignments. It is not necessary to pass each assignment separately in order to pass the course.
A Note regarding Writing Assignments:
Writing skills are important to academic study in all disciplines. In keeping with the University of Calgary’s emphasis on the importance of academic writing in student assignments (section E.2 of 2022-23 Calendar), writing is emphasized, and the grading thereof in determining a student’s mark in this course. The Bachelor of Community Rehabilitation values excellence in writing. Competence in writing entails skills in crafting logical, clear, coherent, non-redundant sentences, paragraphs and broader arguments, as well as skills with the mechanics of writing (grammar, spelling, punctuation). Sources used in research papers must be properly documented. The University of Calgary offers instructional services through the Students’ Success Centre’s Writing Support Services (http://www.ucalgary.ca/writingsupport/) for students seeking feedback on assignments or seeking to improve their general writing skills. Students are strongly encouraged to take advantage of these programs.

Grading Scheme:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Outstanding performance</td>
<td>96-100</td>
</tr>
<tr>
<td>A</td>
<td>Excellent performance</td>
<td>90-95.99</td>
</tr>
<tr>
<td>A-</td>
<td>Approaching excellent performance</td>
<td>85-89</td>
</tr>
<tr>
<td>B+</td>
<td>Exceeding good performance</td>
<td>80-84</td>
</tr>
<tr>
<td>B</td>
<td>Good performance</td>
<td>75-79</td>
</tr>
<tr>
<td>B-</td>
<td>Approaching good performance</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>Exceeding satisfactory performance</td>
<td>65-69</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory performance</td>
<td>60-64</td>
</tr>
<tr>
<td>C-</td>
<td>Approaching satisfactory performance</td>
<td>57-59</td>
</tr>
<tr>
<td>D+</td>
<td>Marginal pass</td>
<td>54-56</td>
</tr>
<tr>
<td>D</td>
<td>Minimal pass</td>
<td>50-53</td>
</tr>
<tr>
<td>F</td>
<td>Did not meet course requirements</td>
<td>0-49</td>
</tr>
</tbody>
</table>

Missed Components of Term Work:
Students will lose 25% per day late past the deadline for all assignments. In this case, assignments will NOT be accepted more than 72 hours after the posted deadline and students failing to submit any assignment within this time frame will receive a mark of zero. There will be NO exceptions to this policy.

It is the agreement of all Faculty involved in CORE 594 that extensions will NOT be granted on any assignment or quizzes. The only exceptions to this are those in keeping with the University Calendar (e.g., debilitating illness, religious conviction, or severe domestic affliction) that are received in writing and with supporting documentation. Traffic jams and late or full buses are common events in Calgary and are NOT acceptable reasons for late arrivals to class, meetings and examinations. Please note that while absences are permitted for religious reasons, students are responsible for providing advance notice and adhering to other guidelines on this matter, as outlined in the University Calendar (https://www.ucalgary.ca/pubs/calendar/current/e-4.html).

Course Evaluations and Student Feedback
Student feedback will be sought at the end of the course through the Universal Student Rating of Instruction (USRI) and a qualitative student evaluation. Students are welcome to discuss the process and content of the course at any time with the instructor. Students may also address any concerns they may
have with Dr. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education) in the Cumming School of Medicine (kurz@ucalgary.ca).

Attendance
Attendance at all the seminars is MANDATORY.

Conduct During Lectures/Seminars
The classroom should be respected as a safe place to share ideas without judgement – a community in which we can all learn from one another. Students are expected to frame their comments and questions to lecturers in respectful and appropriate language, always maintaining sensitivity towards the topic. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

As members of the University community, students, employees and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at https://www.ucalgary.ca/legal-services/university-policies-procedures.

Students are expected to take notes during class and should not rely solely on material supplied by the instructors.

Conduct during Practicum
It is expected that students will maintain a professional manner while in their community-based or academic practicum placements. As such, students are expected to adhere to all policies and procedures of their practicum site, including attendance/punctuality, attire, language and attitude and respecting all matter of the site as confidential. Students should recognize that they are responsible for their own learning and therefore need to take an active role in their setting. This can be achieved by interacting respectfully with site supervisors and staff, seeking and accepting feedback from site supervisors, designated site mentors and/or the course instructor while always exerting maximum effort in completing assigned tasks, contracted learning goals and project work (if required). Students are to communicate regularly and respond in a timely manner with site supervisors and staff, the course instructor and the practicum coordinator. Students are also reminded that they must adhere to the University of Calgary Code of Conduct Policy (http://www.ucalgary.ca/policies/files/policies/code-of-conduct.pdf).

Students who are asked to leave their practicum or who choose not to complete their practicum placement will, in the absence of extenuating circumstances at the site, fail the course.

Use of Internet and Electronic Communication Devices in Class
The Bachelor of Community Rehabilitation program aims to create a supportive and respectful learning environment for all students. The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. However, research studies have found that inappropriate/off-topic use of electronic devices in the classroom negatively affects the learning of others during class time.

Students are responsible for being aware of the University’s Internet and email use policy, which can be found at https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf.

UNIVERSITY OF CALGARY POLICIES AND SUPPORTS
Copyright
All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright [https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf] and requirements of the Copyright Act [https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html] to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks, etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy [https://www.ucalgary.ca/pubs/calendar/current/k.html].

Instructor Intellectual Property
Course materials created by instructors (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. **The posting of course materials to third-party websites such as note-sharing sites without permission is prohibited.** Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Academic Accommodations
It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at [https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations](https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations). Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities [https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf](https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf). SAS will process the request and issue letters of accommodations to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to Dr. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education) (kurz@ucalgary.ca).

Academic Misconduct
The University of Calgary is committed to the highest standards of academic integrity and honesty. The University of Calgary has created rules to govern all its members regarding the creation of knowledge and the demonstration of knowledge having been learned.

Academic Misconduct refers to student behaviour that compromises proper assessment of a student’s academic activities and includes (but is not limited to): cheating, fabrication, falsification, plagiarism, unauthorized assistance, failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses, and failure to comply with exam regulations applied by the Registrar. **It also includes using of third-party websites/services to access past/current course material, essay/assignment writing services, or real-time assistance in completing assessments, seeking answers to assessment questions and similar, whether paid, bartered or unpaid.**

Additional information is available on the Academic Integrity website at: https://ucalgary.ca/student-services/student-success/learning/academic-integrity.

Recording of Lectures
Audio or video recording of lectures is prohibited except where explicit permission has been received from the instructor.

Freedom of Information and Protection of Privacy Act
Student information will be collected in accordance with typical (or usual) classroom practice. Students’ assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

Appeals
If there is a concern with the course, academic matter or a grade, first communicate with the instructor. If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section I of the University Calendar. Students must follow the official reappraisal/appeal process and may contact the Student Ombuds’ Office (http://www.ucalgary.ca/ombuds) for assistance with this and with any other academic concerns, including academic and non-academic misconduct. Students should be aware that concerns about graded term work may only be initiated within 10 business days of first being notified of the grade. https://www.ucalgary.ca/pubs/calendar/current/i-2.html

Media recording for the assessment of student learning
The instructor may use recordings of Zoom seminar sessions as part of the assessment of students. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

Sexual and Gender-Based Violence Policy
The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence.

The University of Calgary’s sexual and gender-based violence policy guides us in how we respond to incidents of sexual and gender-based violence, including supports available to those who have experienced or witnessed sexual or gender-based violence, or those who are alleged to have committed sexual or gender-based violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Sexual-and-Gender-Based-Violence-Policy.pdf.

Resources for Support of Student Learning, Success, Safety and Wellness
Student Success Centre http://www.ucalgary.ca/ssc/
Student Wellness Centre http://www.ucalgary.ca/wellnesscentre/
Distress Centre http://www.distresscentre.com/
Student Advocacy and Wellness Hub (CSM students) https://cumming.ucalgary.ca/student-advocacy-wellness-hub/home
Library Resources http://library.ucalgary.ca

Wellness and Mental Health Resources
The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus.
community where individuals can freely talk about mental health and receive supports when needed. 
We encourage you to explore the excellent mental health resources available throughout the university 
community, such as counselling, self-help resources, peer support or skills-building available through the 
SU Wellness Centre (https://www.ucalgary.ca/wellnesscentre/services/mental-health-services) and the 
Campus Mental Health Strategy (http://www.ucalgary.ca/mentalhealth/).

**Student Ombuds' Office**
The Student Ombuds’ Office supports and provides a safe, neutral space for students. For more 
information, please visit www.ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca

**Student Union (SU) Information**
The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca; the SU 
representatives for the Cumming School of Medicine can be reached at medrep1@su.ucalgary.ca or 
medrep2@su.ucalgary.ca.

**Student Success Centre**
The Student Success Centre provides services and programs to ensure students can make the most of 
their time at the University of Calgary. Our advisors, learning support staff, and writing support staff 
assist students in enhancing their skills and achieving their academic goals. They provide tailored 
learning support and advising programs, as well as one-on-one services, free of charge to all 
undergraduate and graduate students. For more information visit: https://www.ucalgary.ca/student-
services/student-success

**Emergency Evacuation/Assembly Points**
As part of the University of Calgary Emergency Evacuation plan, students, faculty, and staff should locate 
the closest Assembly Point in case of Fire Alarm. Safety signage is posted throughout the campus 
showing the locations and the possible route to these locations. All students, faculty, and staff are 
expected to promptly make their way to the nearest Assembly Point if the Fire Alarm is activated. No 
one is to return into campus facilities until an all clear is given to the warden in charge of the Assembly 
Area. For more information, see https://www.ucalgary.ca/emergencyplan/building-
evacuation/assembly-points

**Safewalk**
Campus security will escort individuals, day or night, anywhere on campus (including McMahon 
Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the 
University LRT station). Call 403-220-5333 or visit http://www.ucalgary.ca/security/safewalk. Use any 
campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please 
ensure your personal safety by taking advantage of this service.
**Class Schedule**
The following is a list of topics for class and assignment due dates. Please note that unforeseen circumstances may cause changes to the schedule with respect to the timing of topics and readings. Students will be notified of all changes in a timely manner by way of email and D2L announcements.

<table>
<thead>
<tr>
<th>Date</th>
<th>Module / Topics</th>
<th>Assignments &amp; Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 6</td>
<td>Introduction to the course</td>
<td>Due Sept 9: Group contract, meeting schedule, and rubric</td>
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<tr>
<td></td>
<td></td>
<td>(Note: all assignments due by 11:59pm MT on the indicated date)</td>
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<tr>
<td>October 4</td>
<td>Student-led Seminar 1</td>
<td>Due Oct 4: Practicum Project Proposal</td>
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<td></td>
<td></td>
<td>Due Oct 7: Group Seminar 1 assignments (i.e., participation marks, facilitator report, evaluation of facilitator, and Zoom recording)</td>
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<tr>
<td>November 1</td>
<td>Student-led Seminar 2</td>
<td>Due Nov 1: Midterm Evaluation</td>
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<tr>
<td></td>
<td></td>
<td>Due Nov 4: Group Seminar 2 assignments</td>
</tr>
<tr>
<td>Sunday-Saturday, Nov 6-12</td>
<td>TERM BREAK</td>
<td></td>
</tr>
<tr>
<td>November 29</td>
<td>Student-led Seminar 3</td>
<td>Due Dec 2: Group Seminar 3 assignments</td>
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<tr>
<td></td>
<td></td>
<td>Due Dec 9: Final Evaluation</td>
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</table>